

Data Collection Protocol for Block Grant-Funded Prevention Programs in Idaho

The following is a set of procedures developed by staff at the Idaho Office of Drug Policy (ODP) to guide collection of pre- and post-test data on cohorts of individuals served by Block Grant-funded prevention programs in Idaho. Questions or concerns related to these procedures should be directed to Stephanie Pustejovsky at (208) 854-3046.

Purpose:

The new evaluation procedure should offer a number of benefits to your program. For example:

1. You will no longer have to collect the survey data and enter it yourself into any type of database.
2. You will not have to analyze the results or present a summary or report of the findings to ODP.
3. The data entry will be handled by CoBro Consulting LLC, which will scan in the forms and send the data for analysis to the evaluation staff at ODP. The evaluation team will analyze the data and provide reports on an annual basis to your program. **The pre- and post-test comparisons will be at a cohort level**, meaning that we will not be analyzing change within individuals but rather change within cohorts. These analyses should be helpful to your program in terms of learning how much, on average, program participants' knowledge, attitudes, or beliefs changed as a result of participation in your program.

Procedure:

Providers will be contacted individually by ODP staff to review evaluation protocol. ODP will identify the number of provider cohorts to be surveyed based on the total number of anticipated program participants. *Providers will be responsible to identify cohorts to be surveyed*; pre-surveys and post-surveys are to be completed within each selected cohort. Smaller programs may be asked to conduct surveys in all cohorts.

Pre: Pre-surveys are to be given before program participants are exposed to any programming, including overviews of material to be covered (as this might bias responses). This is important to develop an understanding of what program participants knew, thought, or believed prior to being exposed to your prevention programming. Program participants will be asked some basic demographic information, but the surveys are anonymous in the sense that they do not ask for any directly identifiable information such as names, addresses, birth dates, and so forth. After all pre-tests have been completed, they should be placed immediately in an envelope and sealed. **It will be very important to ensure that the administration section on ALL surveys be filled out accurately or the survey will be discarded.**

Post: Post-surveys are to be given after program participants are exposed to all programming. This is important to develop an understanding of what program participants know, think, and believe after being exposed to your prevention programming. Like the pre-tests, the post-tests are anonymous in the sense that they do not ask for any directly identifiable information. After all pre-tests have been completed, they should be placed immediately in an envelope, sealed and mailed together with the collected pre-surveys to ODP (304 N 8th Street, room 455, Boise, ID 83720). **It will be very important to ensure that the administration section on ALL surveys be filled out accurately or the survey will be discarded.**

Survey Instructions:

1. **Work with Stephanie** to identify the total number of anticipated program participants and the total number of cohorts to be surveyed.
2. **Complete** the Administrative Section on the survey document. For the parenting programs, the administrative section is a single cover page for each cohort.
3. **Print** survey copies. Make sure you have enough forms for the selected participant cohorts. It will likely be the case, due to normal attrition, that more pre-surveys are given than post-surveys; however it makes sense to have enough forms to give one to each individual enrolled even at the post-survey. You may request reimbursement of printing costs and mailing.
4. **Read** the following script to the class in preparation for the pre or posttest:

Script:

"This is a survey used to establish your knowledge regarding what will be taught in this substance abuse class. This survey will be given before we start our sessions as well as after, to determine how much has changed as a result of this class. Please DO NOT put your name on the survey. All information is confidential. Please answer honestly."

5. **Distribute** the pre or posttest surveys as directed in the cohorts identified.
6. **Leave** an unsealed envelope (you provide) close to the students so that they can put their own surveys in.
7. **Instruct** the last student who has completed his/her survey to seal the envelope.
8. **Send** the sealed envelopes to ODP once both pre-survey and post surveys are completed:

Office of Drug Policy
304 N 8th Street, Room 455
Boise, ID 83720

Please note:

- **The attached student survey is intended to replace the Standard 16 and/or any curriculum specific survey for SFY2016. All students will be completing one universal survey. There are two versions of the student survey:**
 - **Younger students (grades 4 - 5)**
 - **Older students (grades 6 – 12)**
- Students in grade 3 and under **WILL NOT** be surveyed.
- Parenting program participants will complete the Parenting Survey

Thank you in advance for helping ODP with our data collection efforts.